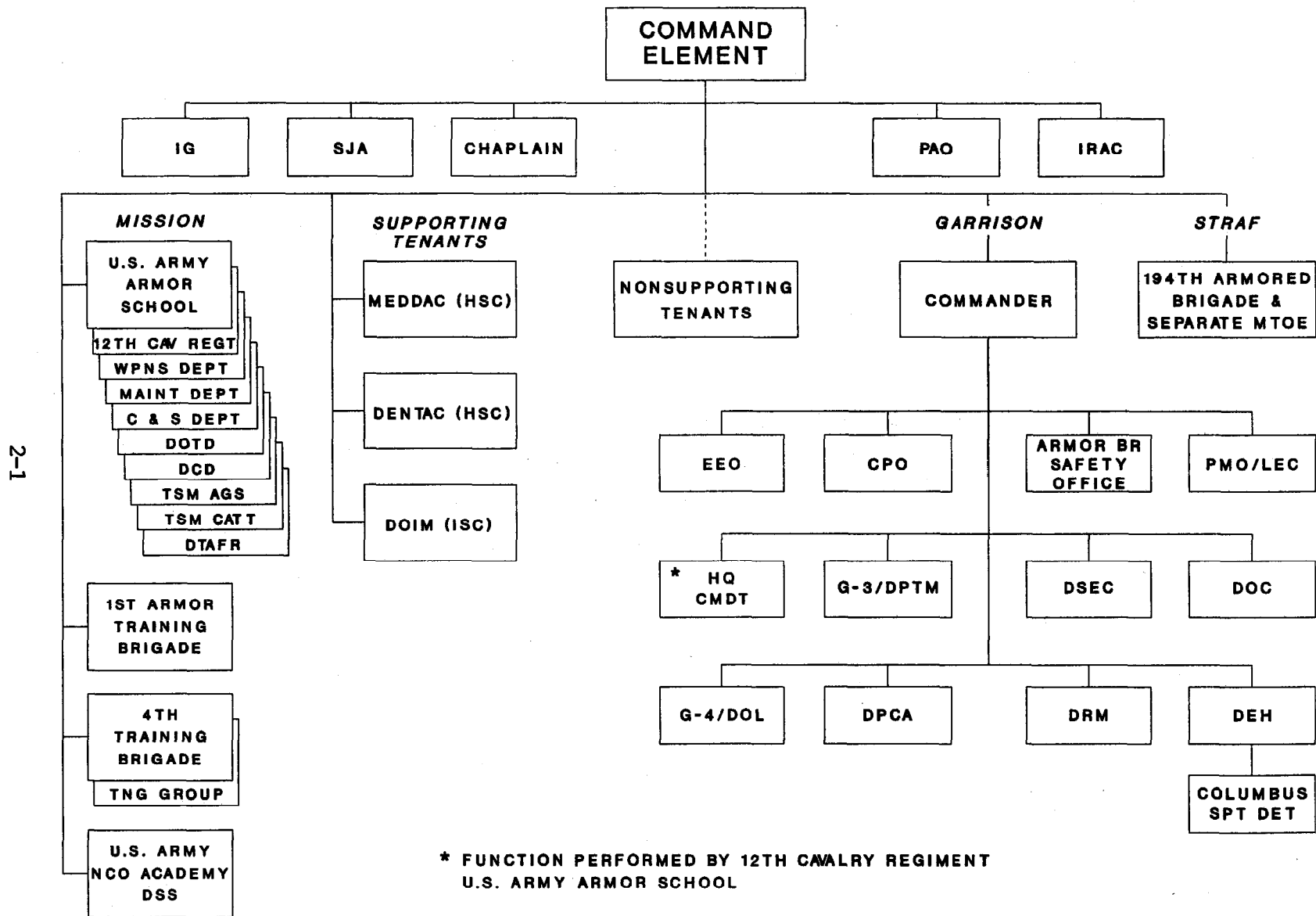


# U.S. ARMY ARMOR CENTER & FORT KNOX FORT KNOX, KENTUCKY



USARMC Reg 10-1 (20 Mar 92)

## CHAPTER 2

### UNITED STATES ARMY ARMOR CENTER AND FORT KNOX

#### INSTALLATION MISSION STATEMENT

2-1. MISSION. The USAARMC and Fort Knox is a TRADOC, Major Army Sub-Command. The Commanding General, USAARMC and Fort Knox, is also Commandant of the U.S. Army Armor School (USAARMS) and is the U.S. Army TRADOC Executive Agent for all Armor-related matters. The Commanding General, USAARMC and Fort Knox, is charged with responsibility to command and control all assigned and attached activities and units and to provide logistical and administrative support to designated activities.

2-2. MAJOR RESPONSIBILITIES. a. Commands all assigned and attached activities and units of the installation.

b. Organizes, trains, and equips all units and individuals to perform assigned mission.

c. Ensures achievement of assigned combat readiness posture in designated assigned and attached units.

d. Provides a single point of contact (POC) for worldwide communication concerning the Armor Force.

e. Accomplishes planning, as directed, for the mobilization mission. Controls, coordinates, trains, and prepares administration and logistical support plans for mobilization forces.

f. Plans for and conducts operations in support of civil authorities in domestic emergencies to include Nuclear/Chemical Accident and Incident Control (NAIC) Plan, Nuclear, Biological and Chemical (NBC) Warfare, Explosive Ordnance Disposal (EOD), natural disaster, and civil disturbances.

g. Provides training, administrative and logistics facilities, and support as required for U.S. Army Reserve (USAR) units, Army National Guard (ARNG) units, and ROTC activities within assigned geographical area.

h. Provides for the operation, safety, security, administration, training, service, and supply of all individuals, units, and activities assigned, attached, or under the command of the installation as prescribed by AR 10-10 and AR 210-10.

i. Provides base operations support to tenant and satellite units and activities; organizations, units, and personnel of other military departments and commands; and to other departments or agencies of the Government as prescribed in appropriate regulations, directives, or agreements.

j. Receives casualty notification from the Adjutant General, Department of the Army (DA), relays information to primary and/or secondary next of kin within assigned geographical area, arranges for or coordinates assignment of military escorts and survivor assistance officers, and prepares necessary reports. The installation commander is authorized to utilize any U.S. Army agency/activity regardless of command affiliation.

k. Implements and manages the Nuclear and Chemical Weapons Systems Surety, Training, and related programs when required. Responsible for operation of a NBC School for active Army, National Guard, and Reserve Component units in assigned geographical area.

l. Accomplishes mission employment, deployment, and employment support planning tasks as directed.

m. Provides for the processing and movement of DA-sponsored unaccompanied family members, residing in the installation's area of responsibility, to the overseas station of the sponsor.

n. Obtains highway clearances for active Army convoys.

o. Provides for transportation of freight, cargo, and passengers (except for DA-sponsored unaccompanied family members) by land, air, and water, exclusive of the operation of ports and first destination transportation.

p. Establishes and operates a Maintenance Assistance and Instruction Team (MAIT) for active Army assigned or attached units or organizations when justified by current workload.

q. Administers a retiree activities program for personnel planning retirement and for retired personnel residing within the assigned geographical area.

r. As required, establishes and operates a Ready Reserve Processing Center (RRPC) for the reception of Individual Ready Reservists (IRR) during the months of annual field training.

s. Supervises, conducts, and coordinates intelligence plans and training activities as prescribed by current regulations to include mapping, charting, geodesy activities, weather support as provided by USAF, counterintelligence activities, and scheduling of U.S. Army Intelligence Command (USAINIC) service and support to the installation.

t. Provides, in machine readable format, data on assigned, attached, and other designated activities, units, or installations when required by the Worldwide Military Command and Control System (WWMCCS).

u. Develops and maintains standard installation ADP systems as directed by higher headquarters.

v. Provides initial distribution and resupply of Department of the Army publications to those units (including USAR and ROTC) not authorized pinpoint accounts under the provisions of AR 310-2 and DA forms supply to all units (including USAR and ROTC).

w. Implements and operates the Military Assistance to Safety and Traffic (MAST) program.

x. Operates a community school system, kindergarten through senior high school, under Section 6, Public Law 874.

y. Operates a Regional Correctional Facility (RCF) and a Personnel Control Facility (PCF) for assigned geographical area.

z. Operates a Personnel Transfer Point for assigned geographical area.

2-3. RESPONSIBILITIES TO THE COMMANDING GENERAL, TRADOC. a. Commands the USAARMS and the training commands.

b. Serves as USA TRADOC Executive Agent for all Armor-related matter and as Chief of Armor/Cavalry.

c. Supports ROTC summer encampments.

d. Commands, operates, budgets, and administers Training Support Center (TSC) activities assigned to the installation. Policy and technical guidance and funding program management will be provided by HQ TRADOC.

e. Commands a Noncommissioned Officer Academy and Drill Sergeant School, less those functions specifically under the operational control of the Commanding General, TRADOC.

f. Supports USMA summer training.

2-4. RESPONSIBILITIES TO THE COMMANDING GENERAL, FORSCOM. a. Exercises command of all FORSCOM STRAF/REFORGER units, Special Mission, and General Support Force (GSF) units other than designated tenant units/activities for training, equipping, and support. All matters pertaining to organization, training, equipping, and ensuring the combat readiness of STRAF/REFORGER, GSF, and Special Mission units will be a matter of direct contact between HQ FORSCOM and the installation commander.

b. Conducts small arms competitive marksmanship program.

c. Commands subinstallation; Fort Hayes, Ohio (Columbus Support Detachment).

2-5. RESPONSIBILITIES TO U.S. ARMY INFORMATION SYSTEMS COMMAND (USAISC). Exercises operational control of and provides administrative and logistical support to attached USAISC activities.

2-6. RESPONSIBILITIES TO THE COMMANDING GENERAL, SECOND U.S. ARMY. Supports, within capability, the CG, Second U.S. Army, who is the FORSCOM coordinating authority for the following purposes:

a. Plans and supervises all Reserve Component unit activities to include their support in the installation support area.

b. Plans for, and on order, executes missions required for domestic disturbance, domestic emergency, and CONUS land-defense situations.

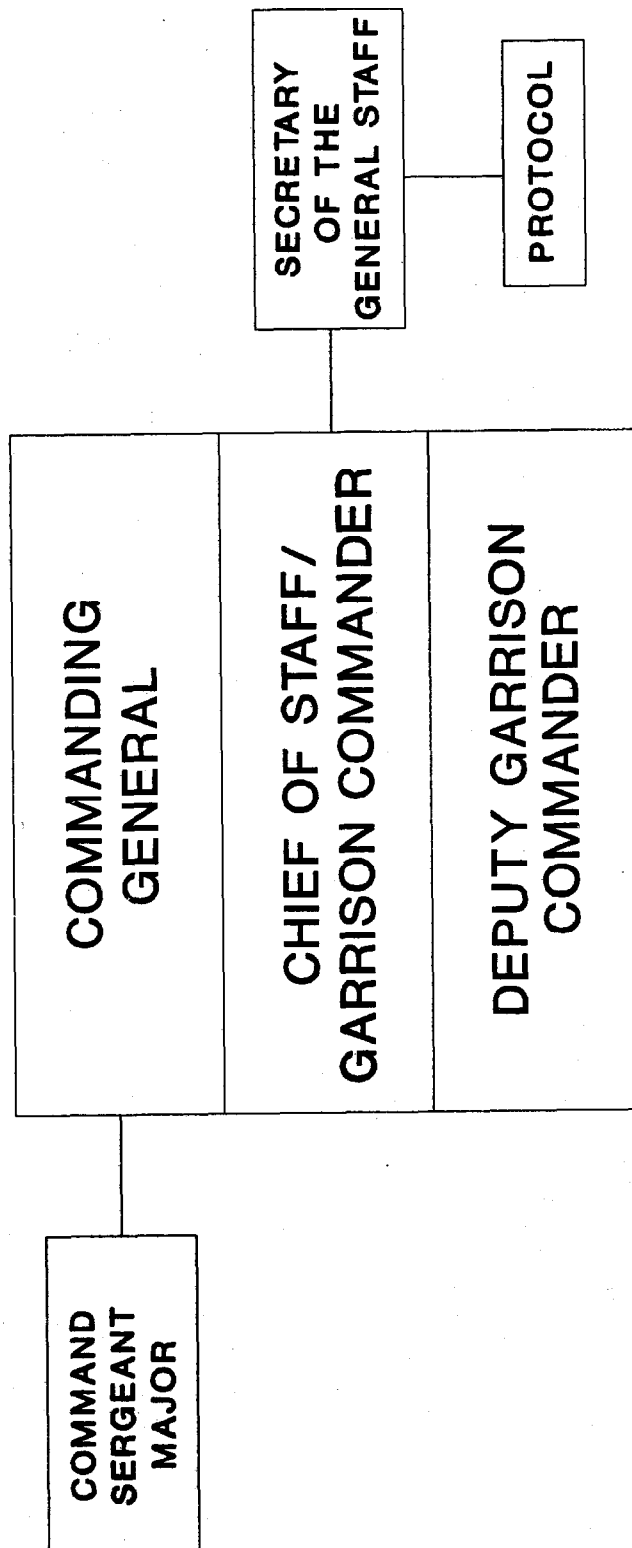
### CHAPTER 3

#### TENANT ORGANIZATIONS

- a. U.S. Army Information Systems Command, Fort Knox.
- b. U.S. Army Medical Activities (MEDDAC), Fort Knox (Ireland Army Community Hospital) (DHS).
- c. U.S. Army Dental Activity (DENTAC) (DDS).
- d. U.S. Army Research Institute Field Unit, Fort Knox.
- e. TRADOC Management Engineering Activity.
- f. TRADOC System Manager for Simulated Networking (SIMNET)
- g. U.S. Army Readiness Group, Knox.
- h. U.S. Army Second Region, U.S. Army ROTC Cadet Command.
- i. Defense Reutilization and Marketing Office, Knox.
- j. Detachment 5, 5th Weather Squadron (USAF).
- k. Detachment 3, 507th TAC Wing (USAF).
- l. Corps of Engineers, U.S. Army Engineer District, Louisville.
- m. 43d Ordnance Detachment (EOD).
- n. Defense Investigative Services, DOD, Midwestern Region, Fort Knox Resident Agency.
- o. Fort Knox District, Third Region, USACIDC.
- p. Fort Knox Resident Office, 902d Military Intelligence Group, USAINSCOM.
- q. U.S. Bullion Depository, U.S. Treasury Department.
- r. U.S. Army Legal Services Agency:
  - (1) First Judicial Circuit.
  - (2) Regional Trial Defense Service.

- s. U.S. Army Special Security Detachment, Fort Knox Detachment.
- t. Army Material Command Logistics Assistance Office, Fort Knox.
- u. U.S. Army Commissary, Fort Knox.
- v. Fort Knox Area Office, U.S. Army Audit Agency.
- w. U.S. Army Test, Measuring Diagnostic Equipment Support Group Calibration and Repair Center.
- x. U.S. Army Recruiting Command.
- y. KY ARNG (UTES).
- z. 4525th Combat Application Squadron (USAF).
- aa. 1701st Mobile Support Squadron (USAF).
- bb. General Services Administration, Region 4.
- cc. Kentucky Army National Guard Military Academy.
- dd. Program Executive Officer - Heavy Force Modernization.
- ee. Training Technology Agency Field Office.
- ff. U.S. Army Intelligence and Security Command.
- gg. U.S. Army Marine Corps.
- hh. 100th Division.
- ii. 121st U.S. Army Reserve Command.
- jj. 125th U.S. Army Reserve Command.
- kk. 3346th U.S. Army Dental Service Detachment.
- ll. OPTEC Test and Evaluation Coordination Office.

# COMMAND GROUP



## CHAPTER 4

### COMMAND GROUP FUNCTIONS

4-1. **COMMANDING GENERAL.** a. Commands U.S. Army Armor Center and Fort Knox. Responsible for the quality of life, maintenance, discipline, morale, safety, and welfare of all community members. As Commandant of the U.S. Army Armor School, provides the Total Army the necessary armor and cavalry, concepts and doctrine, force design, materiel requirements, leader development, training developments, and trained noncommissioned and commissioned officer graduates. Proponent of the Close Combat (Heavy) Mission Area. As Chief of Armor, understands needs of Total Armor Force--personnel, logistics, and training readiness; also optimizes cooperative relationships with allies and sister services.

b. Commands a training center with a reception battalion and two brigades providing initial entry and advanced individual training. Ensures the mission readiness of the 194th Armored Brigade and all organizations at Fort Knox. Provides support to the Reserve Components. Maintains liaison with surrounding local community, state, and Congressional leaders.

4-2. **CHIEF OF STAFF/GARRISON COMMANDER.** As the Chief of Staff:

a. Advises and assists the Commanding General; acts for him as directed.

b. Supervises, coordinates, and directs the activities of the installation's special and personal staff and the activities of the installation's tenant organizations to ensure coordinated action in the overall accomplishment of the USAARMC and Fort Knox assigned missions.

c. Ensures that instructions published to the command are in accordance with the policies and plans of the Commander and that such policies and plans are duly executed. Reviews the progress of programmed objectives. Ensures that significant matters are brought to the attention of the Commander.

d. Acts for the Commanding General in all matters which are within the authority of a deputy.

e. Assigned the additional duty of being the Garrison Commander. As the Garrison Commander: (1) Commands all organizations assigned or attached to the U.S. Army Garrison with overall responsibility for matters pertaining to equal employment opportunity, safety, personnel, community activities, security, plans, training, mobilization, resource management, logistics, law enforcement, reserve component support, contracting, engineering, and housing.

(2) Accomplishes missions assigned by Installation Commander and other competent authority.

4-3. DEPUTY GARRISON COMMANDER.

a. Serves as the Assistant Chief of Staff.

b. As Deputy Garrison Commander, monitors all daily aspects of installation base operations and provides recommendations to the Garrison Commander pertaining to installation management. Provides input for post-level decisions on facility usage, modification, and improvement, to include long-range facility planning. In concert with other key post directorates, coordinates management of the TRADOC Community of Excellence Program for Fort Knox. Conducts daily coordination with all post directorates, brigade-level commands, and assigned tenant organizations regarding routine and exceptional staff and garrison operations. Manages the installation Housing Area Mayor Program, the Family Liaison Program, and the Field Officer of the Day Program. Interfaces directly with housing occupants in matters requiring installation-level intervention. Reviews and provides responses to requests for assistance from external agencies, to include non-DOD-affiliated organizations.

c. Accomplishes other missions as assigned by the Garrison and Installation Commander.

4-4. SECRETARY OF THE GENERAL STAFF. a. Receives and reviews all correspondence for the Command Group. Ensures administrative correctness, necessary coordination, completeness thereof, and routing to appropriate staff or agency for command action. Maintains suspense control on actions directed or data requested by Command Group from staff officers or major unit commanders. Prepares command correspondence on subjects directed by the Command Group. Maintains temporary records for the office of the Commanding General.

b. Assists in the coordination and dissemination of the CG's calendar. Coordinates and prepares the travel arrangements and itinerary for the CG's TDY travel and visits. Coordinates with other staff agencies for the preparation of the CG's speeches and information packets prior to travel or meetings.

c. Plans, coordinates, and supervises visits by distinguished U.S. and allied visitors. Receives officials visiting the headquarters for the purpose of conferring with the Commanding General or Chief of Staff/Garrison Commander.

d. Supervises the activities of the Protocol Section.

4-5. PROTOCOL. a. Plans, coordinates, executes and supervises the conduct of visits by distinguished U.S. visitors (General officer and equivalent) and foreign visitors.

b. Provides advice and assistance to the Commanding General, his family and staff on matters pertaining to Protocol and customs of the Army and other services; assists in planning, coordinating and supervising official social functions conducted by the Commanding General.

c. Provides advice and assistance to USAARMC units and staff agencies on matters pertaining to Protocol.

d. Proponent for the USAARMC Protocol Pamphlet.

e. Exercises direct control of Distinguished Visitors' Quarters (DVQ) (Yeomans Hall and Henry House) to include reservations.

f. Maintains and controls use of the Army flag, flags of foreign countries, general officer flags, and Armor Center/School flags. USAARMC proponent for AR 840-10.

g. Schedules use of and maintains the Armor Center conference room, Chaffee Hall (Building No. 1101, Chaffee Ave.).

h. Maintains background file data on foreign countries.

i. Supervises the management of the Secretary of the Army .0012 Contingency Funds and exercises control of its disbursement.

4-6 . COMMAND SERGEANT MAJOR. a. Assists in the development, conduct, and inspection of training of enlisted members assigned or attached to USAARMC and Fort Knox.

b. Advises the Commanding General on and maintains the command's standards regarding enlisted conduct, performance, appearance, and management.

c. Visits and evaluates organizational readiness of units and facilities on Fort Knox as prescribed by the CG.

d. Provides recommendations to the CG and staff regarding Total Armor Force enlisted soldiers, worldwide.

e. Represents the CG or Command Group at ceremonies and functions as appropriate.

f. Assists in the reception of distinguished visitors, as appropriate or directed.

**EQUAL  
EMPLOYMENT  
OPPORTUNITY  
OFFICE**

USARMC Reg 10-1 (20 Mar 92)

## CHAPTER 5

### EQUAL EMPLOYMENT OPPORTUNITY OFFICE

#### Section I. RESPONSIBILITIES

5-1. **EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER.** The Equal Employment Opportunity Officer is the principal staff advisor on matters pertaining to EEO. The EEO Officer is responsible for coordinating and administering the EEO Program for Fort Knox and tenant commands serviced; providing required equal opportunity (EO) training to counselors, supervisors, and employees and representing the Commander in external contacts with public and private groups and individuals concerning the promotion of EEO.

#### Section II. FUNCTIONS

5-2. **EEO OFFICE.** a. Coordinates and administers the U.S. Army Armor Center (USAARMC) and Fort Knox EEO Affirmative Employment Program Plan (AEPP), the MEDDAC/DENTAC AEPP, and the Nonappropriated Fund AEPP, and annual accomplishment of reports and updates.

b. Recruits, trains and supervises sufficient EEO counselors to ensure they perform effectively and are trained in all phases of complaint processing.

c. Administers the established statutory complaints procedure in the event of allegations of discrimination based upon race, age, color, national origin, religion, sex, and physical or mental handicap.

d. Monitors training, upward mobility, awards, disciplinary actions, recruitment, and placement actions of civilian employment to ensure nondiscrimination.

e. Implements the Federal Women's, Black Employment, and Hispanic Employment Programs in accordance with DOD, DA, TRADOC, and Office of Personnel Management Regulations.

f. Administers the established EEO Committee to work with the commander on such matters as maintaining effective communication with the work force and the community.

g. Coordinates the EEO Program for tenant commands at Fort Knox through servicing agreements.

h. Monitors civilian supervisors performance in EEO. Provides input when supervisor is being considered for outstanding award.

i. Participates in the Commanding General's Command Inspection Program (CG-CIP).

j. Serves as the command representative in consultation with public and private groups and individuals concerned with the improvement of employment opportunities for women.

k. Interacts in a constructive manner with local, state, federal, and private groups whose mission is to overcome barriers to EEO in the community.

l. Arranges for EEO training for supervisors and EEO Program orientation for new employees.

**INTERNAL REVIEW  
AND  
AUDIT COMPLIANCE  
OFFICE**

**INTERNAL  
REVIEW**

**AUDIT  
COMPLIANCE**

----- FUNCTIONAL BREAKOUT ONLY

## CHAPTER 6

### INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE

#### Section I. RESPONSIBILITIES

6-1. **INTERNAL REVIEW AND AUDIT COMPLIANCE (IRAC) OFFICER.** The Internal Review Officer (IRO) is a member of the Commanding General's personal staff and, as such, provides commanders at all echelons with a professional, internal audit capability (in accordance with AR 11-7, Comptroller General of the U.S. Government auditing standards, as well as those professional standards promulgated by DOD and the Auditor General of the Army) for audit coverage of appropriated and nonappropriated fund activities. Additionally, the IRO advises the commander on all internal review/audit matters and on the impact of audits/reviews on the overall installation mission and program; plans, manages, and directs the annual installation Internal Review and Audit Compliance Plan; and provides the Commander an objective evaluation of the effectiveness of operations and the adequacy of internal control systems as they relate to the scope of the audit. The IRAC is responsible for providing liaison on U.S. General Accounting Office (GAO), Department of Defense - Inspector General (DOD-IG), U.S. Army Audit Agency (AAA), and Department of Army Inspector General (DAIG) audit visits and on DAIG audit compliance visits to include the planning and performing the follow-up reviews/audits on GAO, DOD-IG, AAA, and IRAC audit reports.

#### Section II. FUNCTIONS

6-2. **INTERNAL REVIEW.** Performs internal reviews/audits of appropriated and nonappropriated fund operations, with known or suspected problem areas, as directed by either local command or higher headquarters. Using generally accepted Government auditing standards as adopted from the American Institute of Certified Public Accountants, examines areas and operations where problems exist or are anticipated; evaluates the adequacy of internal controls; locates causes or sources of problems; and presents recommendations for the solution, elimination, or correction of identified problems. Typical functions are:

a. Maintains coordination with the Inspector General (IG), Provost Marshal Office (PMO), Criminal Investigations Division (CID), and Staff Judge Advocate (SJA) for adequate and expeditious coverage of appropriated and nonappropriated funds.

b. Performs one or a combination of the three types of internal reviews/audits:

(1) **Financial and Compliance** - determines whether the financial statements of an audited entity fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles and applicable Army regulations, and whether the entity has complied with laws and regulations that may have a material effect upon the financial statements.

(2) Economy and Efficiency - determines whether the entity is managing and utilizing its resources (such as personnel, property, space) economically and efficiently, the causes of inefficiencies or uneconomical practices, and whether the entity has complied with laws and regulations concerning matters of economy and efficiency.

(3) Program Results - determines whether the desired results or benefits established by the legislature or other authorizing body are being achieved, and whether the agency has considered alternatives that might yield desired results at a lower cost.

c. Evaluates internal management controls as they relate to the scope of the audit.

d. Identifies and reports potential monetary benefits as a result of IRAC audit reports.

e. Performs cash verifications and cash level reviews.

6-3. AUDIT COMPLIANCE. Performs audit compliance and management follow-up to ensure management is realizing the intended benefits from external and internal audit surveys, reviews, or audits. Provides liaison on GAO, DOD-IG, DAIG, and AAA audit/audit compliance visits. Typical functions are:

a. Audit follow-up on all external and internal audit reports, to include the following:

(1) Reviews and monitors required action on audit and inspection reports, including audits of external audit activities.

(2) Performs follow-up reviews on external audits performed by GAO, DOD-IG, AAA, and other higher headquarters teams to ensure that prompt and proper corrective actions are taken in response to audit recommendations.

(3) Performs follow-up review on internal audits to ensure corrective action taken is in response to recommendations made in the audit report.

b. Audit liaison between installation elements and external audit activities. Provides liaison and coordination with representatives of GAO, DOD-IG, DAIG, AAA, and other higher headquarters' teams regarding examinations, audits, follow-ups, or inspections which are scheduled and performed; furnishes the command with staff assistance regarding policies and procedures pertaining to these visits by external activities; and develops, coordinates, consolidates, and ensures responsiveness of command replies to external audit reports.

c. Provides technical assistance regarding the Installation Financial Quality Assurance Program and Internal Management Control Program.

**ARMOR BRANCH  
SAFETY OFFICE**

## CHAPTER 7

### ARMOR BRANCH SAFETY OFFICE

#### Section I. RESPONSIBILITIES

7-1. DIRECTOR, ARMOR BRANCH SAFETY OFFICE. The Director is the principal staff advisor on matters pertaining to safety. Acts as technical consultant and coordinator in planning, organizing, directing, and evaluating the Command Accident Prevention and Occupational Safety and Health Act Programs as well as Armor Branch Safety programs/functions for which the Chief of Armor is responsible.

#### Section II. FUNCTIONS

7-2. ARMOR BRANCH SAFETY OFFICE. a. Functions as the principal staff advisor, technical consultant, and coordinator to the commander and staff in planning, organizing, directing, and evaluating all safety and occupational health efforts within the command. Serves as the single focal point for all incoming safety issues, both branch-specific and installation, to include system safety management and engineering, ammunition and explosives, range operations, aviation, operations involving the use of ionizing and nonionizing radiation, military training/tactical exercising, Armor School operations, and hazardous materials operations (Hazardous Communication Program).

b. Provides guidance for establishing and implementing plans, policies, and procedures for conducting safety and occupational health activities at all levels of command. Provides assistance to commanders in determining the level of risk in new or existing situations or projects and provides guidance to minimize the risk while meeting operational objectives.

c. Provides interpretation of safety and occupational health policies and procedures.

d. Budgets for resources necessary to conduct both branch-specific and installation-wide safety activities.

e. Provides technical and professional assistance to eliminate or control unsafe behavior and environments.

f. Assists subordinate commanders and supervisors in determining the numbers and qualifications of personnel necessary to ensure an effective safety program.

g. Assists subordinate commanders and supervisors in developing safety and occupational health training.

h. Determines the need to procure and distribute safety and occupational health promotional and educational materials within the command.

i. Provides technical assistance in accident investigating and reporting to ensure accuracy, completeness, and timeliness. Reviews accident reports to ensure they comply with AR 385-40.

j. Collects, analyzes, and disseminates data concerning the accident experience of both the Armor Branch and the installation and subordinate elements. Prepares progress reports of accident prevention and occupational health activities and other reports and studies required by higher authority.

k. Develops recommendations for corrective measures where warranted by adverse rates or trends, hazardous conditions or procedures, and other deficiencies.

l. Ensures that adequate safe practices and safe physical standards are incorporated in operating procedures, manuals, directives, and other instructions.

m. Reviews plans for proposed demonstrations, exhibits, exercises, or contingencies to ensure the safety and health of Army personnel and the public.

n. Provides loss control material and ensures high-quality training for civilian and military staff personnel at all levels.

o. Provides direction for the safety and occupational health segment of the civilian career program.

p. Maintains close liaison with other staff agencies on all relevant safety and occupational health matters.

q. Conducts evaluations and inspections of safety programs and activities as outlined in AR 385-10 to include installation of new facilities and equipment, construction plan review, worksite inspections, high risk training operations, review of contracts and contractor activities, and waterborne operations.

r. Investigates and analyzes field exercise accidents and other special emphasis areas to determine cause factors and provide appropriate prevention measures.

s. Participates in the planning, conducting, and debriefing of exercises by providing a safety and occupational health specialist to accompany units on major FTXs, both on and off the installation. Participates in related activities to include inprocess reviews. Ensures the incorporation of safety principles into all field training operations orders.

t. Develops policies and procedures for implementing the installation Respiratory Protection Program (RPP). Responsible for the overall management and enforcement of the RPP.

u. Reviews plans for high risk training conducted by ROTC units at universities/colleges/schools and provides recommendations to ensure safety procedures, site locations, and the equipment/material to be used meets required safety standards.

v. Establishes and maintains liaison with other military services and Federal and civilian agencies to ensure cooperation on matters of mutual concern.

w. Develops policies, standards, and procedures for implementing accident prevention efforts as listed in AR 385-10, paragraph 2-1.

x. Maintains appropriate Army safety regulations, directives, messages, and publications in a reference library.

y. Supervises and conducts surveys and inspections of accident prevention programs and activities of USAR units, in compliance with AR 5-9, to include safety services support for Reserve Components training on the installation.

z. Serves as advisor to the chairperson and members of the U.S. Army Armor Center (USAARMC) Command Occupational Safety and Health Advisory Board.

aa. Participates in the Installation Planning Board to ensure that safety considerations are presented in Master Planning, MCA, and OMA project approvals and work order executions.

bb. Establishes policy and procedures for implementation of the Hazard Communication Standard (HAZCOM Program), Title 29 Code of Federal Regulations 1910.1200, to include hazardous chemical information and training.

cc. Exercises staff supervision over the Fort Knox Radiation Protection Program. Responsible for radiological safety in the requisition, storage, handling, use, maintenance, transfer, and disposal of sources of ionizing radiation, radiation-producing devices, and equipment which contains radioactive material.

# LAW ENFORCEMENT COMMAND

**COMMANDER/  
PROVOST MARSHAL**

## **S-3/OPERATIONS**

**BRANCHES:**  
TRAFFIC  
DOD POLICE  
MPI  
K-9  
MP DESK  
LOST AND FOUND/  
ABANDONED VEHICLES  
GAME WARDENS  
CRIME PREVENTION

## **POLICE SERVICES DIVISION**

**BRANCHES:**  
RECORDS  
VEHICLE/WEAPONS  
REGISTRATION

## **PHYSICAL SECURITY DIVISION**

**BRANCHES: NONE**

## **MILITARY POLICE COMPANY**

**BRANCHES:**  
ADMINISTRATION  
SUPPLY

## **PERSONNEL CONTROL FACILITY**

**BRANCHES:**  
SPECIAL PROCESSING  
COMPANY

## **REGIONAL CORRECTIONAL FACILITY**

**BRANCHES: NONE**

8-1

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## CHAPTER 8

### LAW ENFORCEMENT COMMAND (LEC)

#### Section I. RESPONSIBILITIES

8-1. OFFICE OF THE PROVOST MARSHAL/LAW ENFORCEMENT COMMANDER. As Commander, Law Enforcement Command (LEC) exercises command and control over the USAARMC Military Police (MP) Company, Regional Correctional Facility (RCF) and personnel assigned to the Personnel Control Facility (PCF). Serves as USAARMC Provost Marshal (PM) responsible for managing, supervising, and coordinating the discipline, law, and order mission at Fort Knox. Serves as primary staff advisor to the Garrison Commander in the major areas of law enforcement, traffic control, game warden functions, physical security, crime prevention, investigations, and confinement activities. Provides an AWOL/Deserter Apprehension Program throughout the AR 5-9 area of responsibility. Serves as Chairman, Kentucky - West Virginia Armed Forces Disciplinary Control Board and Off-Installation Military Enforcement. Executes plans involving the external security of the United States Bullion Depository (U.S. Treasury Department) in coordination with the G-3/Director of Plans, Training, and Mobilization.

#### Section II. FUNCTIONS

8-2. MP COMPANY HEADQUARTERS. Provides for command and control of all personnel assigned to the MP Company, to include billeting accommodations, security classifications, reenlistment, personnel and disciplinary actions, SIDPERS reports, and operational assignments for personnel and sections. Provides for accountability and utilization of installation and operational equipment, to include logistical support, and administration and evaluation of a comprehensive training program.

8-3. REGIONAL CORRECTIONAL FACILITY (RCF). Responsible for providing prisoners with limited counseling, administrative services, and custodial supervision of post-trial prisoners with a maximum sentence of 3 years. Responsible for the total health and welfare of the prisoners which include provisions for a dining facility, procedures for security and disbursement of prisoners' funds, and close supervision of the prisoners, both inside and outside the confinement facility.

8-4. S-3/OPERATIONS DIVISION. Provides centralized supervision and direction over subordinate elements, ensuring a coordinated application and enforcement of the discipline, law, and order mission at Fort Knox.

a. MP Desk. Processes complaints from the installation, dispatches and coordinates patrol activities, refers cases for further investigation, maintains communications with patrols, reviews MP Reports, and prepares the MP Blotter. Operates the installation central emergency telephone (624-0911) for police, fire, and ambulance (EMS) services.

b. Military Police Patrols. Responsible for enforcing the laws, orders, and directives on the installation. Provides information and assistance to members of the military community and the general public. Responsible for the general and physical security of military personnel, property, and equipment.

c. Station Commander/Military Police Duty Officer. Ensures MP patrols are inspected and briefed prior to assuming duty. Directs and supervises the operation of the patrols and the MP Station during their tour of duty.

d. Traffic. Provides an effective travel accident investigation and enforcement program that encompasses the reservation. Supervises all aspects of traffic control enforcement and accident investigation. Conducts traffic surveys designed to improve road conditions and traffic flow plans. Provides traffic for post functions such as: Golden Field Day; EXPO; brigade runs; post sponsored races; Change of Command ceremonies; concerts; and the community fair.

e. Military Police Investigations (MPI). Provides criminal investigation service to the installation commander under the direction of the PM. Investigates incidents, complaints, and matters not within CID jurisdiction, which cannot be resolved immediately through routine MP operations/activities. Conducts surveillance and criminal intelligence gathering activities as directed by the PM.

f. Department of Defense (DOD) Police. Returns absentee and deserter personnel to military control through active apprehension efforts and close coordination with civil law enforcement agencies within area of responsibility in accordance with AR 5-9. Conducts AWOL and deserter validation activities with the U.S. Army Deserter Information Point, Fort Benjamin Harrison, Indiana, and local, state, and Federal law enforcement agencies. Gathers reports of incidents occurring off post involving military personnel. Monitors status of military personnel in custody of civil authorities and monitors the U.S. Magistrate Court. Maintains AWOL Apprehension/Civil Liaison Detachment, Columbus, Ohio, to support the State of Ohio. Provides instruction on the DARE Program in the Fort Knox School System.

g. Lost and Found/Abandoned Vehicles. Supervises the impounding of abandoned vehicles on the installation. Ensures that all efforts are exhausted for vehicle ownership prior to disposing of abandoned vehicles. Additionally, maintains a lost and found section for abandoned or lost property.

h. K-9 Section. Provides military working dog teams in all aspects of law enforcement to include patrol duty, narcotic detection and explosive detection. Additionally, provides a military working dog team, on a request basis, for presidential and vice presidential visits throughout the AR 5-9 area of responsibility. Provides demonstrations of the dogs' capabilities to

civic groups. Provides narcotic dog assistance to other military organizations outside of Fort Knox.

i. Crime Prevention. Responsible for providing community with crime prevention classes and activities to resolve questions, problems, and requests. Provides formal and informal inspection services. Additionally provides commanders with educational development services. Provides identification number etching on vehicle windows for Fort Knox personnel.

j. Game Warden Section. Provides enforcement of state and federal wildlife regulations. Enforces traffic laws on the roads throughout the training areas. The section also provides supervision of the annual gun deer hunt and assists with the Post Cemetery Visitation Program. Conducts searches and eradication of illegal marijuana fields on the installation.

8-5. POLICE SERVICES DIVISION. a. Maintains budget control of the LEC and provides input to Installation Command Operating Budget. Provides logistical support to PM. Provides overall administrative supervision and control of PM management activities. Maintains information and automated security procedures according to current regulations. Responsible for administratively suspending or revoking installation vehicle driving privileges. Initiates installation debarment actions for Commanding General signature.

b. Records Section. Types, correlates, suspenses, distributes, and maintains records and files of all MP Reports. Provides word processing support and maintains statistics on Commander's actions.

c. Vehicle/Weapons Registration. Registers and maintains records of all privately-owned and contractor-owned vehicles on the installation. Maintains driver records (DD Form 3626) on all personnel with vehicles registered on the installation. Registers and maintains records of all personnel with privately-owned weapons on installation.

8-6. PHYSICAL SECURITY DIVISION. Increases the physical security/crime prevention posture of the command by the implementation of measures pertaining to physical security/crime prevention. Conducts inspections/surveys for all activities on the reservation and select Army Reserve Centers located within Kentucky (less 28 western counties), and Ohio (all counties). Supervises Commercial Activity and other security contracts which pertain to the PM Office. Provides supervision of the MASA security force.

a. Implements measures pertaining to the physical security of arms, ammunition, and explosives and the reduction of Government property losses. Conducts inspections/surveys for all activities on the reservation and all Army Reserve Centers located within Kentucky (less 28 western counties) and Ohio (all counties).

b. Implements measures pertaining to loss, prevention, and reduction of criminal activity. Conducts inspections and classes for the military and civilian community on the reservation.

8-7. PERSONNEL CONTROL FACILITY. a. Supervises and coordinates administrative processing of personnel returned to Military Control from a deserter status, prisoners transferred from USAREUR, personnel confined by Civil Authorities and personnel awaiting appellate review of a punitive discharge. This mission encompasses a 17-state area to include the Caribbean.

b. THE SPECIAL PROCESSING COMPANY. Responsible for receiving personnel from appropriate AWOL apprehension authorities. Accomplishes in-processing of these personnel to include uniforms, feeding, haircuts, and securing of personnel items. Reviews soldiers cases to determine appropriate disposition. Prepares and begins out-processing of soldiers being separated.

**INSPECTOR GENERAL**

**INSPECTIONS  
BRANCH**

**ASSISTANCE &  
INVESTIGATIONS  
BRANCH**

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## CHAPTER 9

### INSPECTOR GENERAL

#### Section I. RESPONSIBILITIES

9-1. OFFICE OF THE INSPECTOR GENERAL. The Inspector General (IG) is a member of the Commanding General's personal staff responsible for advising on matters pertaining to the state of economy, efficiency, discipline, morale, esprit de corps, and readiness; provides continuous, objective, and impartial assessment of the operational and administrative effectiveness of the command; provides advisory members of installation-level committees; conducts liaison with all staff, directorate, and command offices; conducts professional training courses at USAARMC and USAARMS; supervises the subordinate branches of the IG Office.

#### Section II. FUNCTIONS

9-2. INSPECTIONS BRANCH. a. Prepares USAARMC and Fort Knox supplement to AR 1-201, Army Inspection Policy.

b. Coordinates and publishes annual installation inspection schedule for external and internal IG, staff and command inspections, staff assistance visits and audits.

c. Conducts analysis of results from IG, staff and command inspections, and reports emerging trends.

d. Develops the annual IG inspection program.

e. Conducts and prepares reports of inspection for IG inspections.

f. Coordinates activities of visiting IG inspection teams.

g. Conducts "over the shoulder" evaluations of command inspections. Reports results of each evaluation.

h. Serves as executive agent for the CG's Command Inspection Program (CG-CIP).

i. Provides training in inspection techniques for staff and command inspectors.

j. Maintains IGNET data base for inspection functions.

k. Conducts quality assurance surveys for inspection functions.

1. Coordinates and conducts sensing sessions and command climate seminars.

9-3. ASSISTANCE AND INVESTIGATIONS BRANCH. a. Prepares USAARMC and Fort Knox supplement to AR 20-1, Inspector General Activities and Procedures.

b. Coordinates and conducts sensing sessions and command climate seminars.

c. Conducts analysis of sensing sessions, command climate seminars, installation surveys, and IGARS and reports emerging trends.

d. Prepares monthly and quarterly review and analysis of inspector general activities.

e. Conducts and prepares reports for IG investigations.

f. Conducts and prepares reports for IG inquiries.

g. Receives and resolves complaints and requests for assistance from military, family members, government employees, and civilians.

h. Monitors the installation I-CARE complaint line.

i. Coordinates activities of visiting IG assistance and investigation teams.

j. Maintains IGNET data base for investigation, inquiry, and assistance functions.

k. Inspector General executive agent for quality assurance and customer satisfaction.

l. Conducts quality assurance surveys for assistance functions.

**PUBLIC AFFAIRS  
OFFICE**

**COMMAND  
INFORMATION/  
NEWSPAPER  
BRANCH**

**COMMAND  
INFORMATION/  
TELEVISION  
BRANCH**

**PUBLIC  
INFORMATION  
BRANCH**

**COMMUNITY  
RELATIONS  
BRANCH**

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## CHAPTER 10

### PUBLIC AFFAIRS OFFICE

#### Section I. RESPONSIBILITIES

10-1. PUBLIC AFFAIRS OFFICER (PAO). The PAO is a member of the Commanding General's personal staff with responsibility for keeping him informed on matters of public affairs interest and advising him as to possible course of action; informing soldiers, family members, and the civilian workforce of military and civil events, conditions, and policies that affect them; releasing to the public factual information on the U.S. Army Armor Center and Fort Knox, to include tenant organizations, missions, and objectives; creating public understanding of the Army; coordinating public and command information functions within the command; reviewing material for release to the public for security, referring any security question to the Director of Security to ensure that information is unclassified and releasable to the public; maintaining liaison with higher headquarters, local news media, and other information agencies; coordinating requests from the civilian community for speakers; receiving, coordinating, and processing routine requests for off-post support of civilian civic activities; supervising other aspects of the community relations program. Serves on various committees, such as Energy Conservation and Crime Prevention. Negotiates through Directorate of Contracting with civilian publishers for licensing agreements for a civilian enterprise newspaper and guidebook. Prepares the public affairs plans for operational orders. The PAO is the only Fort Knox agency authorized to release or coordinate the release of information to the press.

#### Section II. FUNCTIONS

10-2. COMMAND INFORMATION - NEWSPAPER BRANCH. a. Prepares and monitors implementation of the installation command information (print media) program.

b. Compiles locally-generated command information material for distribution to subordinate units.

c. Gathers and edits news for a local civilian enterprise newspaper.

d. Coordinates and cooperates with the publisher of the civilian enterprise publication to ensure production of informative material.

e. Monitors distribution of command information material published by higher headquarters.

f. Monitors distribution of the civilian enterprise newspaper and ensures the publisher complies with contractual agreements and applicable regulations.

g. Monitors publication and distribution of the post guidebook and ensures the publisher complies with contractual agreements and applicable regulations.

h. Informs soldiers, their families, civilian employees, and local area retirees of new events, policies, and official actions.

10-3. COMMAND INFORMATION - TELEVISION BRANCH. a. Prepares and monitors implementation of the installation command information (electronic media) program.

b. Compiles locally generated command information electronic media material for distribution to subordinate units.

c. Operates the installation's Government access cable television channel.

d. Compiles and prepares items of interest to the Fort Knox community for broadcasting on the installation's Government access cable television channel.

e. Acquires videotapes of general interest for airing on the installation's Government access cable television channel.

f. Prepares program schedules and monitors compliance by cable television personnel.

g. Coordinates placement of funded cable outlets on the installation and ensures maximum access to the installation's Government access cable television channel for post personnel.

h. Operates the installation's electronic marquee.

10-4. PUBLIC INFORMATION BRANCH. a. Plans and conducts programs to disseminate information to the public about Fort Knox and U.S. Army plans, policies, and activities by means of public radio, television (TV), or newspapers.

b. Gathers, prepares, and clears information for public release; gives out information in response to news media questions via press releases and interviews tailored for radio, TV, or newspaper.

c. Maintains close contact with area news media and coordinates all press visits.

d. Maintains close contact with DA and TRADOC PAO representative to ensure information about the Army is disseminated expeditiously and accurately.

e. Evaluates style, effect, and presentation of information; obtains public feedback and modifies program to influence public opinion; observes public and analyzes its potential influence on Fort Knox activities, policies, and plans.

f. Processes and forwards Fort Knox hometown news releases.

g. Writes the public information portion of post operations and plan; executes emergency plans.

10-5. COMMUNITY RELATIONS BRANCH. a. Assists PAO in analyzing and determining the attitudes of the local civilian population toward the military establishment and this installation. Assists in planning and implementing an effective off-post community relations program.

b. Serves as coordinating agency for military associations who desire to hold reunions on post.

c. Receives and coordinates off-post requests for speakers; prepares and assists in preparation of Commanding General speeches.

d. Receives and coordinates off-post requests for the installation band, color guard, and other personnel and equipment.

e. Answers requests for booklets, photographs, and generalized information.

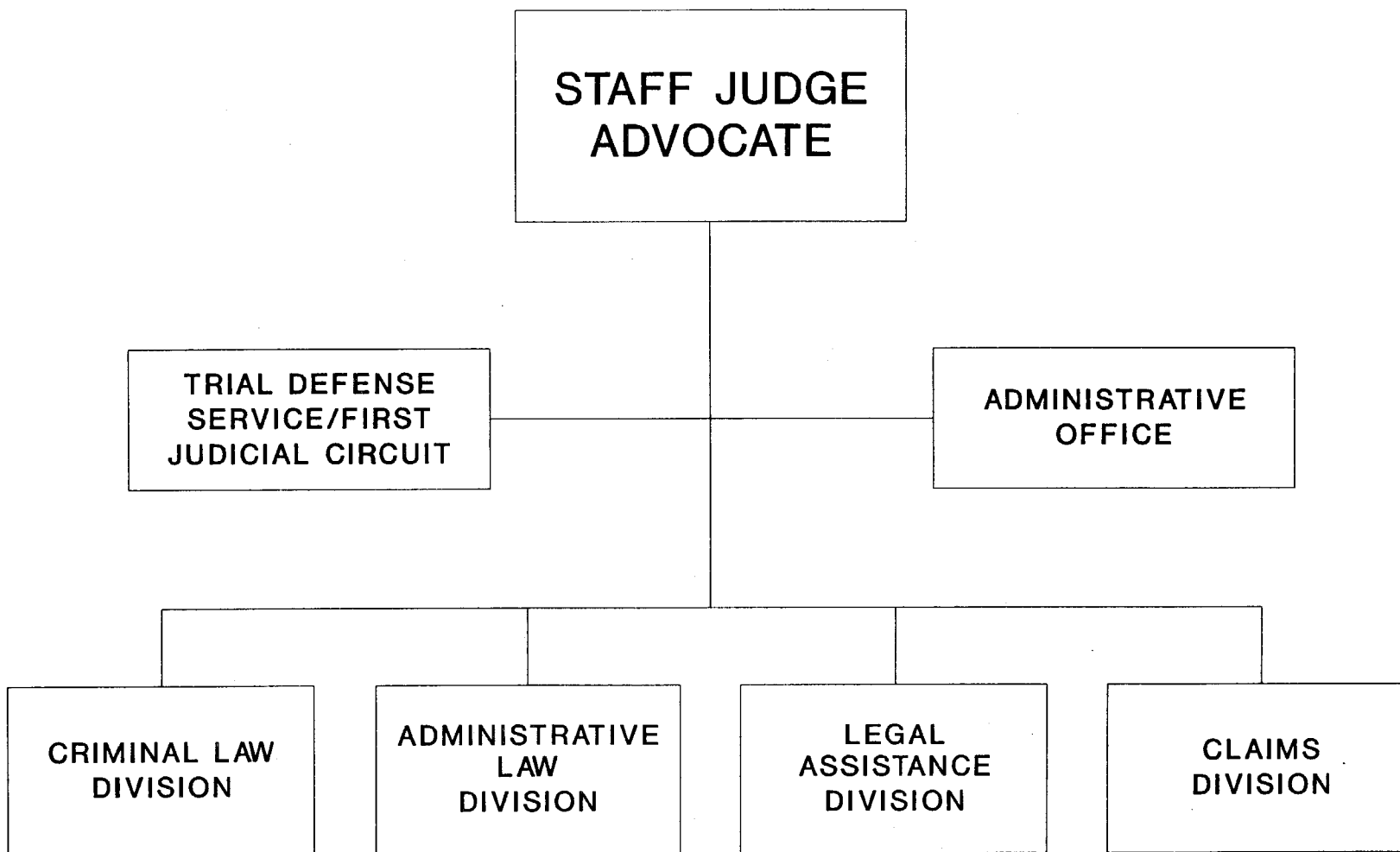
f. Prepares messages for the Commanding General/Chief of Staff (as appropriate) for commemorative days.

g. Maintains liaison and cooperation with ARNG and USAR components, providing them an opportunity to participate in off-post community relations projects.

h. Prepares letters of response for the Commanding General in reply to requests from local and civic officials for information on selected matters that affect Fort Knox. Also prepares letters of congratulation to officials upon election and prepares letters of appreciation to off-post groups.

i. Oversees Community Affiliation Program with surrounding communities and civic organizations, to include nominating individuals to serve as Fort Knox representatives, coordinating payment of individual membership fees, and ensuring representatives maintain close coordination with the Public Affairs office.

j. Continuing community relations programs existing at Fort Knox include support of the Kentucky State Fair, Radcliff's Golden Armor Festival, Derby Festival Week activities, Operation Couple-to-Couple, Armed Forces Week, Veterans Day, Memorial Day, and Labor Day observances, and other local events, such as county fairs, high school concerts, Boy Scout programs, band concerts on radio, support of parades, static displays, and other indoor and outdoor functions within a 75-mile radius of Fort Knox.



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## CHAPTER 11

### STAFF JUDGE ADVOCATE

#### Section I. RESPONSIBILITIES

11-1. STAFF JUDGE ADVOCATE (SJA). The SJA is a member of the Commanding General's personal staff. As such, the SJA provides legal advice and services to the Command; supervises the administration of military justice monitoring the delivery of military personnel to civil authorities under the UCMJ, Article 14; renders legal advice and opinions in administrative law, procurement, and claims; supervises the work product of subordinate claims and legal assistance officers in providing legal services to all active duty and retired military personnel and their family members concerning claims settlement and personal legal problems; supervises the operation of the installation's Preventive Law Program; advises the Commander on military matters being litigated in state and Federal courts, and furnishes assistance to the U.S. Attorney in representing the U.S. relative to such matters; supervises Judge Advocate reserve affairs to include the training of reserve component legal personnel; maintains liaison with the local bar and judicial communities; reviews contingency and mobilization plans; formulates plans and policies pertaining to legal activities and performs programming, budgeting, and other Army command management system functions; ensures continuing legal education and training opportunities for officer, enlisted, and civilian personnel; coordinates and executes all messages, orders, and vouchers affecting witness travel to and from Fort Knox; provides administrative support to the local field office of the U.S. Army Trial Defense Service (USATDS), U.S. Army Legal Services Agency (USALSA); supports the operation of the U.S. District Court at Fort Knox; provides administrative and logistical support to the military judge of the First Judicial Circuit, USALSA, assigned to Fort Knox for duty; supervises confinement policies and restoration of prisoners. The SJA serves as a member of the Fort Knox Conservation and Beautification Committee, Energy Conversation Board, Mobilization Steering Committee, Human Resources and Community Life Council, Mayor's Council, Environment Quality Control Committee, Procurement Fraud Advisory Team Steering Committee, and Army Community of Excellence (ACOE) Steering Committee; provides a member to the Historical Preservation Committee, Armed Forces Disciplinary Control Board, Casualty Working Group, and provides an installation driver's license suspension appeals officer.

#### Section II. FUNCTIONS

11-2. ADMINISTRATIVE OFFICE. a. Supervises overall administrative operations of the Office of the Staff Judge Advocate.

b. Responsible for the preparation and upkeep of office policy and procedures manual.

c. Reviews court-martial convening orders and initial and supplementary courts-martial promulgating orders.

d. Manages office automation functions and is responsible for Automated Data Processing Security.

e. Provides an Office Systems Administrator.

f. Provides an office Security Manager for physical, information, and personnel security.

g. Provides accountable officer for procurement, usage, turn-in, and safeguard of accountable supplies and equipment.

h. Provides the Information Systems Security Coordinator/Officer, Classified Document Custodian, Crime Prevention Officer, Energy Conservation Officer, Safety Officer, Historical Committee Representative, and Physical Security Officer.

i. Serves on the installation Information Services Control Board.

j. Maintains law library.

11-3. TRIAL DEFENSE SERVICE/FIRST JUDICIAL CIRCUIT. Provides administrative and logistical support to personnel assigned to the local field office of the U.S. Army Trial Defense Service and First Judicial Circuit, USALSA.

11-4. CRIMINAL LAW DIVISION. a. Plans, directs, supervises, and coordinates activities of subordinate sections.

b. Advises command on criminal law issues and promulgates command criminal law directives.

c. Coordinates with USATDS to ensure that adequate defense is provided.

d. Responsible for the administrative and legal aspects of all phases of BCD Special and General Courts Martial.

e. Monitors special military justice actions.

f. Reviews for legal sufficiency records of inferior courts-martial and courts-martial in which appellate rights have been waived.

g. Coordinates criminal law matters with appropriate civilian authorities.

h. On Appeal, or as directed by the Commanding General, reviews and prepares opinions of proceedings under Article 15, UCMJ.

i. Represents the Government at general and special courts-martial.

j. Processes final actions and opinions of appellate courts, including rehearings.

k. Represents the Government in prosecution of misdemeanors and traffic offenses in the United States District Court at Fort Knox (formerly Magistrate Court).

l. Represents the Government in prosecution of misdemeanors and traffic offenses in United States District Court (in Louisville).

m. Represents the Government in administrative elimination boards.

n. Provides military justice instruction at U.S. Army Armor School for students in Armor Officer Advanced Course, Armor Officer Basic Course, and Advanced Noncommissioned Officers' Course.

o. Serves on the installation Crime Prevention Control Committee and Alcohol and Drug Abuse Intervention Council (ADIC).

11-5. ADMINISTRATIVE LAW DIVISION. a. Plans, directs, supervises, and coordinates Administrative Law activities.

b. Advises Article 32 UCMJ investigating officers.

c. Advises and prepares opinions on legal matters submitted, including interpretations of the U.S. Constitution, State and Federal laws, and related implementing regulations in personnel and general law areas.

d. Provides the Installation Labor Counselor.

e. Provides the Privacy Act Advisor.

f. Provides an Environmental Law Specialist.

g. Serves on the installation Occupational Safety and Health Advisory Committee.

h. Provides legal advice to the installation appropriated and non-appropriated fund procurement activities.

i. Provides a Procurement Fraud Advisor.

j. Provides advisors for administrative separation boards.

k. Provides legal counsel member for the installation Family Action Crisis Management Team (FACMT).

l. Serves on the installation contract board of awards.

m. Provides assistance as the Victim/Witness Liaison.

n. Reviews and takes action on proposed on-post driver's license suspensions.

o. Prepares and tracks DUI General Officer reprimands.

p. Provides Law of War instruction for the U.S. Army Armor School.

q. Provides advice and counsel to the Hospital Quality Assurance and Ethics Committee.

r. Represents the installation and serves on the FECA Advisory Committee.

s. Represents the Army at state unemployment hearings.

t. Provides the installation Ethics counselor.

u. Provides legal advice to the Fort Knox Community Schools System.

v. Serves on the Mobilization Planning Committee.

w. Serves on the installation Asbestos Management Team.

x. Serves on the installation Exceptional Family Member Program Coordinating Committee.

y. Serves on the installation Equal Employment Opportunity Committee.

11-6. LEGAL ASSISTANCE DIVISION. a. Plans, directs, supervises, and coordinates legal assistance activities.

b. Provides a full range of legal assistance service to active duty and retired military personnel and their family members in the Fort Knox area on landlord-tenant relations, consumer law, contracts, insurance, financial and estate planning, will preparation and execution, medical, and veteran benefits, and other legal matters.

c. Provides assistance to military personnel on administrative actions concerning rebuttals and appeals of reprimand, reports of survey, enlisted evaluation reports, and line of duty investigations.

d. Prepares wills and powers of attorney and provides legal advice for soldiers during Soldier Readiness Processing (SRP) exercises and during mobilization; serves as the primary point of contact in legal readiness for combat and exercise deployments.

e. Conducts the Installation Preventive Law Program.

f. Manages the installation Unit Tax Advisor Program and provides advice on state and Federal taxation.

g. Staffs and administers the Electronic Income Tax Filing Center for the Fort Knox military installation. Provides free electronic income tax filing services to soldiers, retirees, and family members.

h. Provides instructors to the U.S. Army Armor School and general instruction in military law to the command, as required.

i. Provides assistance in the processing of immigration and naturalization positions.

j. Coordinates the Installation Personal Affairs Program.

k. Provides notary public service. Prepares Pro Se court documents, guardianship petitions, and name change petitions for use by clients in local courts.

l. Supervises delivery of Reserve Component legal assistance to the community.

m. Counsels surviving widow(er)s upon death of active and retired military members on legal matters, government entitlements, and the probate process. Prepares court documents for them.

n. Prepares special and general powers of attorney for soldiers, retirees, and their family members.

o. Provides legal assistance to soldiers assigned in Ohio, West Virginia, and most of Kentucky as recruiters and ROTC faculty, to include legal assistance support at annual recruiting conferences.

p. Orders and maintains copies of all federal and state tax forms and instructions for use of everyone on the installation.

q. Provides military magistrate for the installation.

r. Maintains the primary law library on post for consumer affairs, family law consumer credit, and will and estate planning.

s. Negotiates legal agreements for soldiers, retirees, and their family members with attorneys representing clients in civilian courts.

t. Conducts bimonthly overseas orientation briefings on legal affairs and semiannual preretirement orientation presentations.

u. Provides liaison with the local bar and judicial communities.

11-7. CLAIMS DIVISION. a. Plans, directs, supervises, and coordinates claims activities.

b. Responsible for processing claims within a geographical area consisting of Ohio, one-third of Indiana, and Kentucky, less four counties in the Fort Campbell area (the tri-state area).

c. Investigates, reviews, and processes claims in favor of and against the Government and prepares memoranda of law and opinion as required.

d. Receives, investigates, adjudicates, and approves for payment claims against the United States submitted by soldiers and employees for losses incident to their employment by the United States Army.

e. Plans, coordinates, administers, and supervises disaster claim activities in the tri-state area; receives, investigates, adjudicates, and approves for payment tort claims from the tri-state area.

f. Prepares, asserts, and completes carrier and medical care recovery actions.

g. Provides notary public services as necessary.

h. Provides instructors to the U.S. Army Armor School and general instruction in military law to the command, as required.

i. Provides litigation support to United States Attorneys in defense of Federal Tort Claims Act suits arising out of Army activities within the claims processing area as directed by Litigation Division, OTJAG, DA.

j. Publicizes and monitors the Article 139, UCMJ claims program as required by AR 27-20.

k. Provides an attorney member to the Ireland Army Hospital Quality Assurance/Risk Management Committee and legal advice related to prevention and defense of medical malpractice claims.